



Instructions for Exempting Employees in Warren County Or Bowling Green Who Do Not Work in the Transpark from the ITA Tax



The Transpark is a development area in Bowling Green. Only employees working within the boundaries of the Transpark are subject to the occupational tax. In KHRIS, the tax is part of the Warren County calculation, and therefore any employee working in Warren County (KY0U) or Bowling Green (KY1D) who is not working within the Transpark must be **exempted** from the ITA (Intermodal Transportation Authority) tax on IT0235. If this step is not taken, the tax will be withheld against the employee's pay.

In order to exempt the employee from the TransPark tax, the HRA must use KY0U on IT0235 to exempt the employee from the ITA tax regardless of whether KY0U or KY1D is on IT0208.

To exempt an employee on IT0235 from the ITA/Transpark tax:

In **PA30**, select your employee and check **IT0235 Other Taxes US** and click **Create** .

Basic personal data | Payroll | Benefits | Time | Taxes | Planning Data

Infotype text	S..
0207 Residence Tax Area	✓
0208 Work Tax Area	✓
0210 Withholding Info W4/W5 US	✓
0235 Other Taxes US	

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype STy

You will need to enter or select subtype **KY0U**.

Subtypes for infotype "0235 Other Taxes US" (1) 4784 Entries found

Restrictions

Auth	Description	Tax Le...
KY0P	Powell County	C
KY0Q	Pulaski County	C
KY0R	Rowan County	C
KY0S	Scott County	C
KY0T	Shelby County	C
KY0U	Warren County	C
KY0V	Woodford County	C
KY0W	Estill County	C
KY0X	Mercer County	C
KY0Y	Graves County	C
KY0Z	Bourbon County	C
KY10	Harrison County	C
KY11	Hart County	C
KY12	Metcalfe County	C
KY13	Ohio County	C
KY14	Russell County	C
KY15	Ballard County	C
KY16	Laurel County	C

Alternately, under **Direct Selection** you may enter **0235** in the Infotype box at the bottom of the selection screen and enter subtype **KY0U** and then click **Create**

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Upon doing so and hitting Enter, the screen **Create 0235 Other Taxes US** will appear.

Enter the correct **Start** date for the exemption.

Key a **Y** in the **Exempt** box for **Tax Type 86, Ee Job Devmt Assessmt Tx**

Start to

Tax type exceptions

Tax authority Warren County Tax level County

T...	Tax Type Description	F..	Override Formula ...	Exempt
51	Employee Occupation Tax			
53	Employee School Tax			
86	Ee Job Devmt Assessmt Tx			Y

Entry of

Save  your work.